

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3330.41A CHG 1

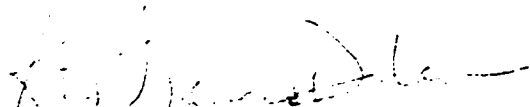
2/18/94

GUIDELINES FOR EFFECTING THE NATIONAL FLIGHT SERVICE
SUBJ: STATION TRANSITION

1. PURPOSE. This change revises Paragraph 12, Training Requirements and Certifications.
2. EXPLANATION OF CHANGES. The Flight Service Station training requirements and certifications are the responsibility of the Office of Air Traffic Program Management. Since the requirements outlined in Paragraphs 12a through 12d are covered in Order 3120.4, Air Traffic Training, and the Flight Service Instructional Program Guide, they are being withdrawn from Order 3330.41A.

PAGE CONTROL CHART

REMOVE PAGES	DATED	INSERT PAGES	DATED
7 through 10	3/6/91	7	3/6/91
		8	2/18/94
		9 (and 10)	2/18/94


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(d) Additional Factors to be Considered when the AFSS is Commissioned with Interim Equipment:

- 1 Site modifications required for the interim equipment.
- 2 The possible extent of reduction in service volume of FSS's within the FPA, considering constraints inherent with existing restrictions to consolidation and with the interim equipment.
- 3 Assurances that essential services can be provided to meet user needs.

11. SELECTION AND PLACEMENT PROCEDURES.

a. General. All employees willing to relocate and/or compete shall be guaranteed positions. Employees will have an opportunity to indicate a preference of location within the region and be able to volunteer for assignments. Positions will also be filled by both merit promotion and internal placement procedures.

b. Interregional Moves. Regions should agree mutually on a plan to cover employees who wish to relocate to different regions or who wish to remain in their regions. This is significant where the AFSS to which an employee would normally be transferred is outside the present region.

c. Selection of Air Traffic Managers. A national selection process shall be used to select air traffic managers. The evaluation plan covering the selection of air traffic managers in the flight service station is located in appendix 8 of Order 3330.1B, Merit Promotion Program.

d. Promotion Requirements. There are no continuing GS-2152 positions at the GS-9, GS-10, or GS-11 levels in the AFSS. Therefore, competitive procedures are required for an FSS employee to move into an AFSS. In order for employees at these grade levels to continue their employment with the agency and work in an AFSS, they must compete through merit promotion procedures to be employed in an AFSS. Competitive procedures are not required for an ingrade movement from one AFSS to another.

e. Bargaining Unit Employees. All bargaining unit employees at facilities scheduled to be closed shall be asked to list station/location preferences within the regions. In the event that more candidates desire particular locations than there are available vacancies at these locations, selections shall be based on the FAA entrance-on-duty date among employees of equal qualifications.

f. Assignments of Other Affected Employees.

(1) Employees will be asked to submit their preferences for possible future duty locations and position assignments. Based on the availability of such positions, selecting officials shall take individual employee preferences into consideration where possible when making position assignments.

2/18/94

(2) Selecting officials may place employees who are willing to relocate without loss of grade in any available positions in the regions for which they qualify.

g. Initial Consolidation. Selected existing FSS's will occupy leased space as it becomes available.

(1) Employees may be reassigned or detailed to accomplish the initial move.

(2) Prior to consolidation, separate lists will be established for internal placement and merit promotion for all employees in the FPA. The Internal Placement Program List will rank volunteers first, indicating location preference. These lists will be maintained by the human resource management office throughout the transition, making possible the selections for the AFSS prior to final consolidation. The promotion and reassignment actions would be effective upon movement into the AFSS.

(3) It may be desirable to augment the staff at the new facility with experienced personnel by detail and/or reassignment from outside the FPA.

h. Final Consolidation. The final transition to a modernized system will require the consolidation of all current FSS's into AFSS's equipped with MIFC, communications systems, and other supportive systems. In most instances employees will be required to relocate. The order of moves will normally be as follows:

(1) Employees within the FPA who volunteer for ingrade reassignment.

(2) Employees selected for promotion from within the FPA.

(3) Other employees within the region.

(4) Employees from other regions.

(5) To the extent that management needs can be met, preference shall be given to employees with hardship cases and to employees who need to place children in school when scheduling moves.

12. TRAINING REQUIREMENTS/CERTIFICATIONS. Employees who transfer to an AFSS and employees at existing facilities where automation equipment is commissioned must satisfactorily complete training in order to retain their positions. Training requirements of FAA Order 3120.24A, Air Traffic Control Specialist On-The-Job and Position Certification, Order 3120.4, Air Traffic Training, and the Instructional Program Guide (IPG) shall be followed where *appropriate.

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13. TRAINING FAILURES. All employees will be required to complete appropriate training programs in order to ensure the proper operation and maintenance of the total flight service automation system. An employee who is unable to complete training satisfactorily may, in accordance with Order 3330.30B, Employment Policy for Developmental Air Traffic Control Specialists, be:

a. Reassigned to a position for which he or she can qualify in an FSS not scheduled for consolidation until a later date.

b. Reassigned to another position for which he or she can qualify.

c. Processed as a training failure.

14. REDUCTION-IN-FORCE (RIF). RIF is not anticipated. However, in some instances it may be necessary to use reduction-in-force procedures to resolve skill imbalances or personnel surplus. Where RIF is necessary, RIF procedures will take precedence over all other procedures.

a. Reduction-in-force procedures may be contemplated only at the point of actual closure of the facilities.

b. Employees who fail to meet the new position requirements shall be advised in writing of the reasons they did not qualify. In a reduction-in-force situation, employees who fail to meet the requirements for the new positions do not lose their eligibility for retention in those positions for which they do qualify and for which they have retention preference.

c. Employees identified as surplus to needs shall be provided maximum placement opportunities in accordance with Order 3350.2B, Staffing Adjustments and Reduction-In-Force.

15. NOTIFICATION TO THE EMPLOYEES.

a. Any personnel action notifying an employee of selection and relocation to another region shall be processed and documented by the gaining region.

